



CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSPECTIONS INSPECTIONS DIVISION COMMERCIAL PROJECTS MANUAL

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Providing a **FIRST CHOICE** community through excellence in public service.

COMMERCIAL PROJECTS CONTACT LIST

Chesterfield County, Virginia
Department of Building Inspection
Department of Fire and Life Safety

FUNCTION	CONTACT	PHONE NO.	DEPT.
Non-structural Plan Review Supervisor	Frank Kinnier	768-7961	FLS
Non-structural Plan Review	Kevin Fore	768-7960	FLS
Non-structural Plan Review	Charles Gregory	768-7958	FLS
Non-structural Plan Review	William Habron	748-1523	FLS
Non-structural Plan Review	Harry Hueston	768-7966	FLS
Non-structural Plan Review	Travis Parker	768-7769	FLS
Non-structural Plan Review	Bill Robbins	768-7965	FLS
Non-structural Plan Review	Todd Stoudt	768-7975	FLS
Fire Plan Review Coordinator	Kim Lester	748-1489	FLS
Structural Plan Review	David Henin	751-4164	BI
Commercial Customer Service Technician	Rodger Slate	717-6423	BI
Combination Plan Review	Ron Clements	751-4163	BI
Electrical Plan Review	Steve Borman	751-4167	BI
Mechanical & Plumbing Plan Review	Joe Gregory	751-4165	BI
Handicap Accessibility Plan Review	Joe Gregory	751-4165	BI
Chief of Inspections	Roger Robertson	751-4749	BI
Commercial Inspections Supervisor	Craig Condrey	748-1242	BI
Commercial Building Inspector	Larry Brock	751-4751	BI
Commercial Building Inspector	Bob Ramsey	768-7862	BI
Commercial Mechanical Inspector	Norris Cross	751-4188	BI
Commercial Plumbing Inspector	Curt Campbell	751-4195	BI
Commercial Electrical Inspector	Doug Bredemeier	748-1065	BI
Commercial Electrical Inspector	Tommy Mackey	751-4193	BI

INSTRUCTIONS FOR REQUESTING INSPECTIONS

Building, Plumbing, Mechanical, Gas and Electrical inspections are performed by the Building Inspections Department and may be scheduled by calling **751-4990** between 8:30 a.m. and 5:00 p.m. the day before the inspection is needed.

Inspections of Fire Protection and Suppression systems are performed by the Department of Fire and Life Safety and may be scheduled by calling **748-1404** between 8:30 a.m. and 5:00 p.m. at least 48 hours prior to the time the inspection is needed.

The final inspections for **Planning, Environmental Engineering, Utilities and Health** Departments as required must be performed and approved prior to receiving an approved final building inspection. Inquiries concerning their inspections shall be made as follows:

*Planning	748-1050 (Inspections completed within 5 days)
*Environmental Engineering	748-1035 (Inspections completed within 24 hours)
*Utilities	748-1271 (Inspections completed within 48 hours)
*Health	748-1691 (Inspections completed within 48 hours)

A note about “Courtesy” Inspections

“Courtesy” inspections are inspections performed by an inspector from the Department of Building Inspections prior to the issuance of a full permit. From time to time, due to a delay in issuing a permit or other reason, a courtesy inspection will be performed that allows a contractor to proceed with construction work at the contractor’s risk. Any courtesy inspection, prior to being performed, **must be authorized by the Commercial Inspections Supervisor**. Unless there are circumstances that warrant it, courtesy inspections will not be authorized. In the event that a courtesy inspection is authorized, it will be performed and its results will be recorded on a hand written ‘field ticket’. A copy of the field ticket will be provided to the contractor and the original of the field ticket will be kept by the inspector who performed the inspection. It is the responsibility of the contractor to notify the responsible inspector when the permit is issued, so the field ticket can be entered into the department’s computer system (inspections cannot be entered into the system until a permit has been issued for the work to be inspected).

LIST OF COMMERCIAL PROJECT INSPECTIONS

The following is a general list of inspections that may be required on your project. Please note that some of the inspections listed below may not be required for your project.

PLEASE REFER TO THE PLANS REVIEW LETTERS WHICH ARE PROVIDED FOR THE BUILDING PERMIT AND ALL AUXILIARY PERMITS. THE PLANS REVIEW LETTERS CONTAIN INFORMATION THAT IS CRITICAL TO THE SUCCESSFUL COMPLETION OF YOUR PROJECT.

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Footing ^{1,8}	After Installation Of Reinforcement And Before Placement Of Concrete	Commercial Building Inspector Or Engineer	751-4990
Foundation ¹	Prior To Placement Of Foundation Sill Plates. (Frame Buildings On Crawl Space Or Over Basement)	Commercial Building Inspector	751-4990
Slab ¹	After Approval Of All Sub-Trade Ground Work And After Installation Of Reinforcement, Vapor Barrier And Perimeter Insulation (If Required) And Prior To Placement Of Concrete	Commercial Building Inspector	751-4990
Framing ^{1,9}	After Approval Of All Sub-Trade Rough-Ins And Prior To Concealing Walls (Hanging Drywall)	Commercial Building Inspector	751-4990
Veneer (For Wood Frame Structures) ¹	After Installation Of Exterior Windows And Doors And Prior To Placing Exterior Wall Covering	Commercial Building Inspector	751-4990
Above Ceiling	After Installation Of Ceiling Grid And Prior To Installing Dropped Ceiling Panels	Commercial Building Inspector	751-4990
Spray-On Fireproofing ^{1,10}	After Installation Of Ceiling Grid And All Above Ceiling Equipment And Prior To Installation Of Dropped Ceiling Panels (Or As Otherwise Required By Inspector)	Commercial Building Inspector	751-4990

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Draftstopping	After Installation Of Required Draftstopping Material (Can Be Combined With Framing Inspection)	Commercial Building Inspector	751-4990
Firestopping	After Installation Of Required Firestopping Material And Prior To Concealment (Can Be Performed During Framing Inspection)	Commercial Building Inspector	751-4990
Fire Wall	Prior To Concealment	Commercial Building Inspector	751-4990
Fire Resistive Element	Prior To Concealment	Commercial Building Inspector	751-4990
Insulation	After Framing Inspection And Prior To Concealment	Commercial Building Inspector	751-4990
Fire Door Drop	After Installation Of Fire Door And Associated Equipment	Commercial Building Inspector	751-4990
Curtain Wall Perimeter Firestopping	Prior To Concealment	Commercial Building Inspector	751-4990
Elevator Shaft Wall	Prior To Installing Cars	Commercial Building Inspector	751-4990
Final	After All Sub-Trade And Departmental Approvals	Commercial Building Inspector	751-4990
Fireplace Throat (For Structures With Masonry Fireplaces)	After Smoke Chamber Has Been Constructed And Prior To Completion Of Chimney Above Smoke Chamber	Commercial Building Inspector	751-4990
Drain Tile And Waterproofing (For Structures With Below Grade Usable Space) ¹	Prior To Backfilling	Commercial Building Inspector	751-4990
Pre-Fab Fireplace (This Inspection Is Typically For Apartment Units)	After Installation Of Required Chimney / Vent Shaft And Prior To Concealment	Commercial Building Inspector	751-4990
Plumbing Groundwork	After Installation Of Below-Slab Plumbing Piping And Prior To Covering With Slab Base Material	Commercial Plumbing Inspector	751-4990

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Plumbing Rough-In (Inspection Of Drain, Waste, Vent And Water Distribution Piping)	Prior To Concealment	Commercial Plumbing Inspector	751-4990
Sewer Line & Connection (Inspection Of Building Sewer Line From The Building To The Sewer Lateral)	Prior To Backfilling Trench	Commercial Plumbing Inspector	751-4990
Water Line & Connection (Inspection Of The Water Supply Line From The Building To The Meter)	Prior To Backfilling Trench	Commercial Plumbing Inspector	751-4990
Storm Drains (Inspection Of Roof Drainage System Including Leaders And Connectors)	Prior To Concealment	Commercial Plumbing Inspector	751-4990
Backflow Device	After Installation Of Backflow Prevention Devices	Commercial Plumbing Inspector	751-4990
Boiler	After Installation Of Boiler	Commercial Plumbing Inspector	751-4990
Monitoring Manhole	After Installation Of Sampling Manhole And Prior To Concealment	Commercial Plumbing Inspector	751-4990
Grease Trap	After Installation Of Trap And Prior To Concealment	Commercial Plumbing Inspector	751-4990
Plumbing Final	After Completion Of All Plumbing And Installation Of All Plumbing Fixtures, Equipment And Appliances And Before The Final Building Inspection. Hot And Cold Water Required.	Commercial Plumbing Inspector	751-4990
Gas Rough-In (Inspection Of All Gas Piping And Pressure Test)	Prior To Concealment	Commercial Plumbing Inspector	751-4990
Gas Pipe Groundwork	Prior To Concealment	Commercial Plumbing Inspector	751-4990
Gas Product Line (For Installations Utilizing Propane)	After Installation Of Gas Line From Tank And Before Concealment	Commercial Plumbing Inspector	751-4990
Propane Tank	After Installation Of Tank	Commercial Plumbing Inspector	751-4990

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Final Gas	After Installation And Connection Of All Gas Equipment	Commercial Plumbing Inspector	751-4990
Electrical Groundwork (Inspection Of Conduit And Conductors)	After Installation Of Conduit And Conductors In Trenches Or In Slab Base Material And Prior To Backfilling Trench Or Covering With Slab Base Material	Commercial Electrical Inspector	751-4990
Electrical Rough-In (Wall)	Prior To Concealment	Commercial Electrical Inspector	751-4990
Electrical Rough-In (Ceiling)	Prior To Installation Of Ceiling Tiles	Commercial Electrical Inspector	751-4990
Temporary current	After installation of the required gfci protected circuit	Commercial electrical inspector	751-4990
Temporary Pole	After Installation Of Pole And Panel	Commercial Electrical Inspector	751-4990
Site Lighting Underground ⁷	After Installation Of Conduit And Conductors And Prior To Backfilling Trench	Commercial Electrical Inspector	751-4990
Electrical Final	After Complete Installation Of Electrical System And Prior To The Final Building Inspection	Commercial Electrical Inspector	751-4990
Mechanical Rough-In	After Installation Of Air Handling Duct And Prior To Concealment	Commercial Mechanical Inspector	751-4990
Smoke Detector Location	Before Placement Of Duct / Unit Detectors (Inspector Will Identify Locations For Detectors)	Commercial Mechanical Inspector	751-4990
Smoke Detector Test	After Installation Of Detectors (*Note: If Detectors Are Connected To An Alarm System, They Will Be Tested By An Inspector From The Department Of Fire And Life Safety, Otherwise, The Commercial Mechanical Inspector Will Test The Detectors.)	*Commercial Mechanical Inspector	751-4990

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Damper Drop	After Installation Of Smoke / Fire Dampers	Commercial Mechanical Inspector	751-4990
Kitchen Hood & Exhaust Duct	After Installation Of Hood & Exhaust Duct	Commercial Mechanical Inspector	751-4990
Dishwasher Hood & Exhaust Duct	After Installation Of Hood & Exhaust Duct	Commercial Mechanical Inspector	751-4990
Spray Paint Booth & Duct	After Installation Of Spray Booth And Exhaust Ducts	Commercial Mechanical Inspector	751-4990
Walk-In Cooler / Freezer	After Installation Of Unit	Commercial Mechanical Inspector	751-4990
Shaft fire damper	After installation of required dampers in shafts	Commercial mechanical inspector	751-4990
Shaft Duct Only	After Installation Of Duct In Shaft	Commercial Mechanical Inspector	751-4990
Fire Damper Installation	After Installation Of Fire Dampers (Can Be Combined With Damper Drop)	Commercial Mechanical Inspector	751-4990
Elevator Shaft Exhaust	After Completion Of Elevator Shaft Exhaust System	Commercial Mechanical Inspector	751-4990
Mechanical Final	After Complete Installation Of All Mechanical Equipment And Before The Final Building Inspection	Commercial Mechanical Inspector	751-4990
Fire Protection Underground - Hydrostatic Pressure Test ²	After Installation Of Underground Piping And Prior To Concealment	Fire & Life Safety Inspector	748-1404
Fire Protection Underground Flush ²	After Approval Of Hydrostatic Pressure Test And Prior To Connection To Sprinkler Or Standpipe Riser And / Or Fire Pump.	Fire & Life Safety Inspector	748-1404

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Fire Protection Underground – Thrust Blocking / Restraint Devices ²	After Installation Of Underground Piping And Prior To Concealment	Fire & Life Safety Inspector	748-1404
Fire Protection Underground – Vault Coating ²	After Installation Of Vault Waterproofing And Prior To Concealment	Fire & Life Safety Inspector	748-1404
Fire Protection Underground – Vault Completion ²	After Completion Of Vault	Fire & Life Safety Inspector	748-1404
Fire Sprinkler System - Courtesy Hydrostatic Pressure Test ²	After Installation Of Sprinkler Piping And Prior To Concealment Or Installation Of Dropped Ceiling	Fire & Life Safety Inspector	748-1404
Fire Sprinkler System - Final Hydrostatic Pressure Test ²	Upon Completion Of The System Installation	Fire & Life Safety Inspector	748-1404
Fire Sprinkler System - Drains & Alarms ²	Upon Completion Of The System Installation	Fire & Life Safety Inspector	748-1404
Fire Sprinkler System - Final Walk-Thru / Head Placement ²	Upon Completion Of The System Installation	Fire & Life Safety Inspector	748-1404
Fire Pump (Pump Room General, Pump Acceptance Test, Pump Power Supply) ²	After Hydrostatic Pressure Test And Flush Of Fire Protection Underground And Complete Installation Of Pump, Driver And Controller	Fire & Life Safety Inspector	748-1404
Fire Alarm (Facp Test, Initiating Device Test, Auxiliary Functions Test, Communications Test - Dac) ²	Upon Completion Of The System Installation	Fire & Life Safety Inspector	748-1404
Commercial Cooking Appliance Hood Suppression System - (Full Discharge Test, Equipment Shutdown, Fan Operation, Equipment Layout And Coverage) ²	Upon Completion Of The System Installation Including All Appliances And Fuel Sources And After Mechanical Inspection Of Hood And Duct	Fire & Life Safety Inspector	748-1404
Planning Department final ³	After Completion Of All Improvements	Planning Inspector	748-1050
Environmental Engineering Department Final ⁴	After Completion Of All Improvements	Environmental Engineering Inspector	748-1035
Utilities Department Final ⁵	After Completion Of All Improvements	Utilities Inspector	748-1271

INSPECTION TYPE	WHEN PERFORMED	PERFORMED BY	PHONE NUMBER TO REQUEST
Health Department Final ⁶	After Completion Of All Improvements	Health Inspector	748-1691

Note 1. See accompanying requirements for ***Special Inspections***.

Note 2. **48 hours advance notice** is required when scheduling inspections for **Fire Protection Systems**.

Note 3. **5 days advance notice** is required when scheduling the **Planning Department** final inspection.

Note 4. **24 hours advance notice** is required when scheduling the **Environmental Engineering Department** final inspection.

Note 5. **48 hours advance notice** is required when scheduling the **Utilities Department** final inspection.

Note 6. **48 hours advance notice** is required when scheduling the **Health Department** final inspection.

Note 7. Site lighting permits shall be separate from the electrical permit(s) for the structure.

Note 8. Footing inspections can be performed by the Commercial Building Inspector or the County will accept a sealed report from an approved registered design professional.

Note 9. Structural wood framing not subject to special inspections per the VUSBC section 1705 can be inspected by the Commercial Building Inspector or the County will accept a sealed report from an approved registered design professional. However, a framing inspection shall be performed by the Commercial Building Inspector in addition to any framing inspection performed by a registered design professional.

Note 10. For buildings requiring special inspections per the VUSBC section 1705, spray-on fireproofing shall be inspected by an approved registered design professional.

DEFINITIONS ASSOCIATED WITH COMMERCIAL PROJECTS

The following words and terms shall have the meanings as shown herein. Terms not defined shall have the meanings ascribed to them in the Virginia Uniform Statewide Building Code (VUSBC).

Architect of Record	(AR) The Registered Design Professional retained by the Owner to design or specify architectural construction in accordance with the VUSBC and whose signature and seal appear on the <i>County-approved architectural construction documents</i> .
Building Shell	A building in which it is intended there shall be more than one occupiable tenant space. A building shell, when completed, is issued a <i>Certificate of Completion</i> and is not occupiable. Tenant spaces within a <i>Building Shell</i> become occupiable when issued a <i>Certificate of Occupancy</i> .
Certification	<ol style="list-style-type: none">1. A statement by a Registered Design Professional which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with <i>County-approved documents</i>. A <i>certification</i> shall carry the original signature and seal of the Registered Design Professional making the statement;2. A statement by a Registered Design Professional which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with the requirements of the VUSBC. A <i>certification</i> shall carry the original signature and seal of the Registered Design Professional making the statement.
Certificate of Completion	A certificate issued by the Department of Building Inspections indicating completion of work under a permit for which a <i>Certificate of Occupancy</i> is not required. A <i>Certificate of Completion</i> issued for a building shell indicates that construction of a new building has been completed in compliance with all County and VUSBC requirements. No part of a building shell may be occupied unless a <i>Certificate of Occupancy</i> has been issued for an associated tenant space.
Completion Letter	<ol style="list-style-type: none">1. A <i>certification</i> by the Special Inspections Engineer of Record (SIER) which shall indicate that the specific construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the SIER's professional opinion and to the best of the SIER's knowledge, complies with <i>County-approved documents</i> and project specifications. A <i>completion letter</i> shall carry the original signature and seal of the SIER making the statement;2. A <i>certification</i> by the Geotechnical Engineer of Record (GER) which shall indicate that the specific construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the GER's professional opinion and to the best of the GER's knowledge, complies with <i>County-approved documents</i> and project specifications. A <i>completion letter</i> shall carry the original signature and seal of the GER making the statement.

Construction Documents	Documents prepared for the purpose of obtaining a building permit, as defined by the VUSBC.
County-Approved Documents	<ol style="list-style-type: none"> 1. <i>Construction documents</i> as approved during the plan review process including all revisions 2. <i>Fabrication and erection documents</i> as approved during the plan review process including all revisions; 3. <i>Plan Review Letters</i> as issued by the County during the process of reviewing the <i>Construction Documents</i> including all revisions.
Fabrication and Erection Documents	All of the written, graphic and pictorial documents prepared or assembled after issuance of a building permit and in addition to the <i>County-approved construction documents</i> , for describing the design, location and physical characteristics of the building components or materials for fabrication, assembly or erection of the elements of the project.
Final Report of Special Inspections	A <i>certification</i> by the Special Inspections Engineer of Record (SIER) which shall indicate that all construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the SIER's professional opinion and to the best of the SIER's knowledge, a construction project complies with <i>County-approved documents</i> and project specifications. The <i>Final Report of Special Inspections</i> shall carry the original signature and seal of the SIER making the statement.
Geotechnical Engineer of Record	(GER) The Registered Design Professional retained by the Owner to design or specify earthwork and foundations in accordance with the VUSBC and County requirements and whose seal and signature appear on the County-approved geotechnical report.
Inspection	The periodic observation of work and the performance of tests for certain building or structure components to establish conformance with <i>County-approved documents</i> as required by the VUSBC.
Inspection and Testing Agency	Agency or agencies retained by the Owner and approved by the Code Official to perform special inspections and materials testing required by the VUSBC section 1705. The <i>Inspection and Testing Agency</i> shall be independent of the contractors performing the work subject to special inspections.
Certificate of Occupancy	A certificate issued by the Department of Building Inspections pursuant to section 118 of the VUSBC. A <i>Certificate of Occupancy</i> issued for a specific tenant indicates that construction of this tenant's space has been completed in compliance with all County and VUSBC requirements, and can be occupied. A <i>Certificate of Occupancy</i> issued for a tenant space within a building shell shall not be issued until a <i>Certificate of Completion</i> has been issued for the building shell.
Owner	Owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building/structure to be constructed/altered, or the owner's duly authorized representative.

Plan Review Letters

Letters written as part of the County Plan Review process listing specific requirements associated with the project, deficiencies in the *Construction Documents* that are required to be addressed, and other information deemed pertinent by the plans reviewers. *Plan Review Letters* are a part of the *County Approved Documents* and must be available on site during inspections.

Registered Design Professional

A professional architect or professional engineer licensed in the Commonwealth of Virginia (see Code of Virginia, § 54-1).

Special Inspections Engineer of Record

(SIER) The ***Registered Design Professional***, who is directly responsible for special inspections, materials testing and related services as described in the *County-approved Statement of Special Inspections*.

Structural Engineer of Record

(SER) The ***Registered Design Professional*** retained by the ***Owner*** to design or specify structural documents in accordance with the VUSBC and whose signature and seal appear on the *County-approved structural construction documents*.

Third Party Inspections and Reports

Inspections that are required to be performed and reports that are required to be prepared by approved individuals or employees of an approved agency, other than employees of the Department of Building Inspections. For structures which do not require special inspections in accordance the section 1705 of the VUSBC, County policy requires *Third Party Inspections and Reports* for:

1. Steel Construction
2. Cast in place concrete construction
3. Prepared fill
4. Pile foundations
5. Retaining walls

THIRD PARTY AND SPECIAL INSPECTIONS REQUIREMENTS

Third Party Inspections and Reports are inspections that are required to be performed and reports that are required to be prepared by approved individuals or employees of an approved agency, other than employees of the Department of Building Inspections. (See footnote 1.)

Special Inspections and Reports are **Third Party Inspections and Reports**, which are required by section 1705 of the Virginia Uniform Statewide Building Code.

Title 54, Section 54.1-402 of the Code of Virginia sets forth those structures, which require an architect's or engineer's seal on drawings for proposed construction. **Special Inspections** are required for those structures, which require a seal, unless excepted by section 1705.1 of the VUSBC.

All reports submitted to the Chesterfield County Department of Building Inspections must contain the Permit Number or they shall be rejected.

REQUIRED THIRD PARTY AND SPECIAL INSPECTIONS AND REPORTS

Fabricators of structural loadbearing members and assemblies (VUSBC section 1705.2)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Fabricators	In accordance with VUSBC section 1705.2

Steel construction (VUSBC section 1705.3)
Performed by the Special Inspections Engineer of Record (See Footnote 1)

INSPECTION	REQUIREMENTS
Steel Elements Of Buildings And Structures	Fabricators in accordance with VUSBC section 1705.3.1 Material receiving in accordance with VUSBC section 1705.3.2 Erection in accordance with VUSBC section 1705.3.3 →High Strength Bolts in accordance with VUSBC section 1705.3.3.1 →Welding in accordance with VUSBC section 1705.3.3.2 →Details in accordance with VUSBC section 1705.3.3.3

Cast in place concrete construction (VUSBC section 1705.4 – see exceptions)
Performed by the Special Inspections Engineer of Record (See Footnote 1)

INSPECTION	REQUIREMENTS
Materials	In accordance with VUSBC section 1705.4.1
Installation Of Reinforcing And Pre-stressing Steel	In accordance with VUSBC section 1705.4.2 →Includes full time monitoring of welding of reinforcing steel in the seismic force-resisting system of buildings of Seismic Performance Category C.
Concrete Formwork	In accordance with VUSBC section 1705.4.3 →Includes formwork prior to placement of concrete per ACI 318 section 6.1 and form removal and reshoring per ACI 318 section 6.2
Concreting Operations (During Placing And Curing)	In accordance with VUSBC section 1705.4.4 → Evaluation of concrete strength per ACI 318, section 5.6 except as exempted by VUSBC section 1908.3.2(3) → Use of proper mix proportions and proper mix techniques per ACI 318, Chapter 4, sections 5.2, 5.3, 5.4 and 5.8 → Proper application techniques per ACI 318, sections 5.9 and 5.10 → Maintenance of specified curing temperatures and techniques per ACI 318, sections 5.11, 5.12 and 5.13
Inspection During Pre-stressing	In accordance with VUSBC section 1705.4.5 →Per ACI 318, section 18.18 (Full time monitoring of stressing of tendons is required.) In building assigned to Seismic Performance Category C, inspections during the grouting of bonded pre-stressing tendons in the structural seismic-resisting system shall be performed.

Pre-cast concrete construction (VUSBC section 1705.4 - see exceptions)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Manufacture Of Pre-cast Concrete Elements	In accordance with VUSBC section 1705.4.6 →The manufacture of off-site pre-cast concrete elements shall be inspected per VUSBC section 1705.2 →The manufacture of on-site pre-cast concrete elements shall be inspected as follows: Concrete mix, compressive strength and reinforcing steel shall comply with VUSBC requirements for cast-in-place concrete.
Erection Of Pre-cast Concrete Elements	In accordance with VUSBC section 1705.4.7 → Assembly shall be per approved fabrication and erection documents → Welders and weld inspectors shall be certified in accordance with AWS D1.1, Chapter 5, Part C. → Welded connections shall be per AWS D1.1 welding code, SJI Specifications, AISC, and the VUSBC.

Masonry construction (VUSBC section 1705.5)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Material	Per ACI 530.1/ASCE 6/TMS 602 section 2.3
Masonry Strength	Per ACI 530.1/ASCE 6/ TMS 602 section 1.4
Construction Operations	Proportioning, mixing consistency of mortar and grout: →ACI 530.1/ASCE 6/TMS 602 section 2.6 Application of mortar and grout: →ACI 530.1/ASCE 6/TMS 602 section 3.2 Installation of masonry units: →ACI 530.1/ASCE 6/TMS 602 section 3.5 Condition, size, location and spacing of reinforcement: →ACI 530/ASCE 5/TMS 402 Chapter 8 Protection of masonry during cold weather (temperature below 40 degrees F.) and hot weather (temperature above 100 degrees F.) →ACI 530.1/ASCE 6/TMS 602 section 1.8 Anchorage: →ACI 530/ASCE 5/TMS 402 sections 4.2, 5.14

Wood construction (VUSBC section 1705.6)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Fabricated Wood Elements Of Buildings And Structures	In accordance with VUSBC section 1705.6, the fabrication process of wood structural elements and assemblies shall be in accordance with VUSBC section 1705.2 (Inspection of fabricators) Nailing, bolting, structural gluing or other fastening of the structural seismic-resisting system of buildings assigned to Seismic Performance Category C. (See VUSBC section 1610.1.7)

Prepared fill (VUSBC section 1705.7 - see VUSBC section 1804.1 for required report)
Performed by the Geotechnical Engineer of Record (See Footnote 1)

INSPECTION	REQUIREMENTS
Site Preparation	In accordance with VUSBC sections 1705.7.1
During Fill Placement	In accordance with VUSBC section 1705.7.2
Evaluation of In-place Density (Compaction)	In accordance with VUSBC section 1705.7.3

Pile foundations (VUSBC section 1705.8)
Performed by the Geotechnical Engineer of Record (SEE FOOTNOTE 1)

INSPECTION	REQUIREMENTS
Pile Foundation	In accordance with VUSBC sections 1705.8 and 1816 through 1824

Pier foundations for structures that house essential facilities that are required for post earthquake recovery (VUSBC section 1705.9)
Performed by the Geotechnical Engineer of Record

INSPECTION	REQUIREMENTS
Pier Footing	In accordance with VUSBC sections 1705.9, 1610.1.7 and 1815.0

Shallow footings and foundations (VUSBC chapter 18)
Performed by the Special Inspections Engineer of Record, the Geotechnical Engineer of Record or Chesterfield County Department of Building Inspections

INSPECTION	REQUIREMENTS
Shallow Footing	In accordance with VUSBC sections 1801 through 1811
Foundation	In accordance with VUSBC sections 1812 through 1815 → Pier foundations for structures that house essential facilities that are required for post earthquake recovery require Special Inspections performed by the Geotechnical Engineer of Record.

Retaining walls (VUSBC section 1825)
Performed by the Special Inspections Engineer of Record or the Geotechnical Engineer of Record (See Footnote 1)

INSPECTION	REQUIREMENTS
Compaction	In accordance with VUSBC section 1705.7 (see previous requirements for prepared fill)
Backfill	In accordance with VUSBC section 1812 and 1813.6
Drainage And Waterproofing	In accordance with VUSBC section 1813

Sprayed cementitious and mineral fiber fireresistive materials (VUSBC section 1705.12)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Structural Member Surface Conditions	In accordance with VUSBC section 1705.12.1 → Performed prior to the application of the sprayed fireresistive material

INSPECTION	REQUIREMENTS
Application	In accordance with VUSBC section 1705.12.2 →Substrate temperature and area ventilation per manufacturer's written instructions
Thickness	In accordance with VUSBC section 1705.12.3 →Floor, roof and wall assemblies per VUSBC section 1705.12.3.1 →Structural frame members per VUSBC section 1705.12.3.2
Density	In accordance with VUSBC section 1705.12.4 →Frequency of samples taken to determine density shall be the same frequency used to determine thickness (see VUSBC sections 1705.12.3.1 and 1705.12.3.2)
Bond Strength	In accordance with VUSBC section 1705.12.5 →Frequency of samples taken to determine bond strength shall be the same frequency used to determine thickness (see VUSBC sections 1705.12.3.1 and 1705.12.3.2)

Exterior insulation and finish system - 'EIFS' (VUSBC section 1705.13)
Performed by the Special Inspections Engineer of Record

INSPECTION	REQUIREMENTS
Field Application	In accordance with manufacturer's installation instructions →Areas less than 10,000 square feet are excepted.
Prefabricated Eifs Panels	In accordance with manufacturer's installation instructions →Areas less than 10,000 square feet are excepted.

FOOTNOTE 1: For buildings and structures that do not require special inspections pursuant to section 1705 of the VUSBC, County policy requires *Third Party Inspections and Reports*, pursuant to the foregoing table, from approved *Registered Design Professionals* for:

1. Steel Construction
2. Cast in place concrete construction
3. Prepared fill
4. Pile foundations
5. Retaining walls

SPECIAL INSPECTIONS AND TESTING SERVICES

(When Required By Section 1705 Of The VUSBC)

I. PROCEDURAL REQUIREMENTS

- A. **General:** The **Owner** shall be responsible for retaining an independent **Special Inspections Engineer of Record (SIER)** to provide special inspections and testing services, including *Inspection and Testing Agency* supervision. Under no circumstances shall the **General Contractor (GC)** or any of the subcontractors be permitted to provide special inspections and testing services. The **GC** shall coordinate the scheduling of inspections. The *Inspection and Testing Agency* personnel required on-site shall be in numbers sufficient to perform all required tasks.
- B. **Review and Approval:** As part of the *Statement of Special Inspections (SSI)* submitted for County approval and permit issuance, the **Owner** shall furnish the Commercial Inspections Supervisor of the Chesterfield County Department of Building Inspections with the names of the **SIER** and the *Inspection and Testing Agency* retained to provide special inspections and testing services. The **SSI** shall be reviewed and approved by the Chesterfield County Department of Building Inspections.
- C. **Changes in Construction Team:** In the event that the **Architect of Record (AR)**, the **Structural Engineer of Record (SER)**, the **Geotechnical Engineer of Record (GER)**, the **General Contractor (GC)**, or the **Special Inspections Engineer of Record (SIER)** is changed during the course of the work, the **Owner** shall notify the Commercial Inspections Supervisor of the Chesterfield County Department of Building Inspections immediately. The **Owner** shall provide a written explanation for such change; shall identify and obtain approval for the replacement organization or replacement individual; and shall schedule a new meeting with the Chesterfield County Department of Building inspections and the replacement organization or replacement individual. The **Owner** shall ensure that there is a timely transfer of information and responsibility to the replacement party.

II. ROLES AND RESPONSIBILITIES

- A. **Special Inspections:** The **SIER** shall provide and *certify* special inspections of building components and testing of construction materials where such inspections and testing are required by the Virginia Uniform Statewide Building Code (VUSBC), and/or the *Statement of Special Inspections*.
- B. **Approved Documents:** Prior to conducting special inspections and materials testing, the **SIER** shall be responsible for verification of the following:
1. **Building Permit:** A building permit for the particular construction has been issued and a copy of it is available at the job site.

2. **Approved Construction Documents:** A set of original *County-approved construction documents* is available at the construction site.
 3. **Approved Fabrication and Erection Documents:** *County-approved fabrication and erection documents*, which also bear the **Structural Engineer of Record (SER)** review/approval stamp, are available at the job site. Other approved *fabrication and erection documents* which do not require County approval but which bear the **SER** review/approval stamp are available at the job site.
 4. **Document Revisions:** All revisions to *County-approved construction documents* or other *fabrication and erection documents* have been approved, signed and sealed by the **Architect of Record (AR)**, **Structural Engineer of Record (SER)**, and/or **Geotechnical Engineer of Record (GER)**, as appropriate. If such revisions do not bear the County stamp of approval, the **SIER** shall confirm with the Chesterfield County Department of Building Inspections that such revisions were authorized by County staff. It shall be the **AR's**, **SER's**, and/or **GER's** responsibility to submit written revisions to the Chesterfield County Department of Building Inspections confirming orally approved field changes within seven working days of approval.
- C. **Deviations:** The **SIER**, the **SIER's** representatives/field technicians shall not suggest, direct or authorize the fabricator, erector or contractor to deviate from the contract documents, *County-approved construction documents*, or *County-approved fabrication and erection documents*, without the express written approval of the **AR**, **SER**, or the Chesterfield County Department of Building Inspections, as appropriate.
- D. **Special Inspection Reports:** The **SIER** shall report the results of testing and inspections, both approvals and rejections, to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections according to the following procedure:
1. **Seal and Signature:** Each report shall bear a signature and seal of the **SIER** and **shall include the correct building permit number** and project's address. **Reports without a permit number and project identification shall be rejected.**
 2. **Submissions:** Both approval and rejection reports shall be submitted to all parties, i.e., The Commercial Inspections Supervisor of The Department of Building Inspections, the **Owner**, the **GC**, and the **AR**, **SER**, and/or **GER**. With the exception of situations where a code violation is discovered, all inspection and test

reports shall be submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days of the inspection or test performed.

3. **Compliance:** Unless deficiencies are discovered or code violations are revealed during the conduct of special inspection and testing services, these reports shall indicate that the specified work has been inspected and found to be in compliance with *County-approved documents*.
 4. **Deficiencies:** Deficiency reports shall contain the details describing the nature and specific location of the deficiency and include a description of the action recommended by the **AR**, **SER**, and/or **GER**, as appropriate, to correct it.
 5. **Correction of Deficiencies:** At the completion of a project, all recorded problems or deficiencies shall be documented as having been corrected and approved by the **AR**, **SER**, and/or **GER** as appropriate.
 6. **Completion Letters:** Upon completion of special inspections and testing for a particular construction, such as 'structural steel', the **SIER** shall, after review and approval by the appropriate **Registered Design Professionals**, submit a *Completion Letter* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.
 7. **Final Report of Special Inspections:** Upon completion of all special inspections and testing for the scope of special inspections applicable to the construction project, the **SIER** shall, after review and approval by the appropriate **Registered Design Professionals**, submit a *Final Report of Special Inspections* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.
- E. **Code Violations:** When the **SIER**, and/or **SIER** personnel discover a condition during the conduct of special inspection and/or testing services that constitutes a violation of the VUSBC, the **SIER** shall immediately notify the appropriate **Registered Design Professionals** of record and the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections for resolution, followed with a written report submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days.

THIRD PARTY INSPECTIONS

(Required By Chesterfield County Department Of Building Inspections When
Special Inspections Are Not Required By Section 1705 Of The VUSBC)

I. PROCEDURAL REQUIREMENTS

- A. **General:** The **Owner** shall be responsible for retaining independent *Registered Design Professionals* to provide inspections of **steel construction, cast in place concrete construction, prepared fill, pile foundations, retaining walls and other items** of construction as required by the Chesterfield County Department of Building Inspections as applicable. Under no circumstances shall the **General Contractor (GC)** or any of the subcontractors be permitted to provide these inspection services. The **GC** shall coordinate the scheduling of inspections. The *Third Party Inspection* personnel required on-site shall be in numbers sufficient to perform all required tasks.
- B. The **Owner** shall furnish the Commercial Inspections Supervisor of the Chesterfield County Department of Building Inspections with the names of the *Registered Design Professionals* retained to provide third party inspections.

II. ROLES AND RESPONSIBILITIES

- A. **Third Party Inspections:** The *Registered Design Professionals* shall provide and certify *third party inspections* of building components where such inspections are required by the Chesterfield County Department of Building Inspections.
- B. **Approved Documents:** Prior to conducting *third party inspections*, the *registered design professionals* shall be responsible for verification of the following:
 - 1. **Building Permit:** A building permit for the particular construction has been issued and a copy of it is available at the job site.
 - 2. **Approved Construction Documents:** A set of original *County-approved construction documents* is available at the construction site.
- C. **Deviations:** The *Registered Design Professionals* and the *Registered Design Professionals'* representatives/field technicians shall not suggest, direct or authorize the fabricator, erector or contractor to deviate from the contract documents, *County-approved construction documents*, or *County-approved fabrication and erection documents*, without the express written approval of the **AR, SER**, or the Chesterfield County Department of Building Inspections, as appropriate.

D. **Third Party Inspection Reports:** The *Registered Design Professionals* shall report the results of testing and inspections to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections according to the following procedure:

1. **Seal and Signature:** Each report shall bear a signature and seal of the *Registered Design Professional* and **shall include the correct building permit number** and project's address. **Reports without the permit number and project identification shall be rejected.**
2. **Submissions:** All required inspection and test reports shall be submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days of the inspection or test performed.
3. **Compliance:** Unless deficiencies are discovered or code violations are revealed during the conduct of inspection and testing services, these reports shall indicate that the specified work has been inspected and found to be in compliance with *County-approved documents*.
4. **Deficiencies:** Deficiency reports shall contain the details describing the nature and specific location of the deficiency and include a description of the action recommended by the **AR, SER, and/or GER**, as appropriate, to correct it.
5. **Correction of Deficiencies:** At the completion of a project, all recorded problems or deficiencies shall be documented as having been corrected and approved by the **AR, SER, and/or GER** as appropriate.
6. **Completion Letters:** Upon completion of *Third Party Inspections* and testing for a particular construction, such as 'structural steel', the appropriate *Registered Design Professional* shall submit a *Completion Letter* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.

E. Nothing herein shall be construed to prohibit the **AR, SER, or GER** from performing *Third Party Inspections*, as appropriate.

STATEMENT OF SPECIAL INSPECTIONS AND FINAL REPORT OF SPECIAL INSPECTIONS (BLANK COPIES)

INSTRUCTIONS FOR COMPLETING THE STATEMENT OF SPECIAL INSPECTIONS (SSI)

- I. **Content:** The *Statement of Special Inspections (SSI)* shall identify the scope of the special inspections services applicable to the project and shall include the names of the **Registered Design Professionals** and *Inspection and Testing Agencies* who will provide those services. The **Special Inspections Engineer of Record (SIER)** and the *Inspection and Testing Agencies* are subject to the approval of the Code Official.
- II. **Submittal, Review and Approval:** The **SSI** shall be incorporated into the *construction documents* and shall be submitted by the permit applicant to the Structural Plan Review Engineer of The Chesterfield County Department of Building Inspections. The Structural Plan Review Engineer shall review and approve the **SSI** prior to the preconstruction meeting. The permit shall not be issued until the **SSI** has been reviewed and approved by the Structural Plan Review Engineer of The Chesterfield County Department of Building Inspections. The Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections will review the **SSI** during the preconstruction meeting.
- III. **SSI Form:** A blank **SSI** form is provided on the following five pages. Page one of the form, to be prepared by the **Owner**, identifies the project and the **Registered Design Professionals** of record for the project. Pages two, three and four of the form, to be prepared by the appropriate **Registered Design Professionals** of record (**AR, GER, SER**), specify the scope of special inspection services; blank spaces are also provided for entry of completion dates as special inspection services are performed. Page five of the form is a *Final Report of Special Inspections*, to be prepared by the **Special Inspections Engineer of Record (SIER)**, for use after all special inspections services are completed.



CHESTERFIELD COUNTY, VIRGINIA PERMIT NUMBER: _____ PAGE 1 OF 5

STATEMENT OF SPECIAL INSPECTIONS

Project: _____

Address: _____

VUSBC EDITION: _____ USE GROUP: _____ CONSTRUCTION TYPE: _____

Building Owner: _____
NAME COMPANY

Owner's Address: _____

Architect Of Record: _____
NAME & LICENSE COMPANY

Structural Engineer of Record: _____
NAME & LICENSE COMPANY

Geotechnical Engineer of Record: _____
NAME & LICENSE COMPANY

Special Inspections Engineer of Record: _____
NAME & LICENSE COMPANY

General Contractor: _____
NAME & LICENSE COMPANY

This statement of *Special Inspections* is submitted as a condition for permit issuance in accordance with the Virginia Uniform Statewide Building Code. It includes a schedule of special inspections applicable to this project.

The *Special Inspections Engineer of Record* shall keep records of specified special inspections and testing and shall furnish copies of inspection and testing reports to Chesterfield County Department of Building Inspections and to the appropriate registered design professionals of record. Discrepancies from the approved plans and specifications and code violations observed during the conduct of special inspections services shall be brought to the immediate attention of the contractor for correction and to the attention of Chesterfield County Department of Building Inspections and to the appropriate registered design professionals of record. A *Final Report of Special Inspections* documenting completion of specified special inspections and correction of any discrepancies and observed code violations noted in the inspection and testing reports shall be submitted to and approved by Chesterfield County Department of Building Inspections prior to the issuance of a Certificate of Occupancy.

Prepared by:

(TYPE OR PRINT) _____
NAME

SIGNATURE DATE

Reviewed by Registered Design Professional of Record:

SIGNATURE DATE

Building Owner's Authorization:

SIGNATURE DATE

Code Official's Acceptance:

SIGNATURE DATE

SCHEDULE OF SPECIAL INSPECTIONS

Date: _____

Project: _____

Prepared by: _____

ACTIVITY	Y/N	SCOPE OF SERVICES	AGENT*	DATE COMPLETED
STEEL CONSTRUCTION (1705.3)				
→Inspection of steel fabricators (1705.3.1)				
→Material Receiving (1705.3.2)				
→Erection (1705.3.3) a. Installation of high strength bolts (1705.3.3.1) b. Welding (1705.3.3.2) c. Details (1705.3.3.3)				
CONCRETE CONSTRUCTION (1705.4)				
→Materials (1705.4.1)				
→Installation of reinforcing and restressing Steel (1705.4.2)				
→Formwork (1705.4.3)				
→Concreting Operations (1705.4.4)				
→Inspection During Prestressing (1705.4.5)				
→Manufacture of Precast Concrete (1705.4.6)				
→Erection of Precast Concrete (1705.4.7)				

SCHEDULE OF SPECIAL INSPECTIONS

Date: _____

Project: _____

Prepared by: _____

ACTIVITY	Y/N	SCOPE OF SERVICES	AGENT*	DATE COMPLETED
MASONRY CONSTRUCTION (1705.5)				
WOOD CONSTRUCTION (1705.6)				
PREPARED FILL (1705.7)				
→Site Preparation (1705.7.1)				
→During Fill Placement (1705.7.2)				
→Evaluation Of In-Place Density(1705.7.3)				
PILE FOUNDATIONS (1705.8)				
PIER FOUNDATIONS (1705.9)				
SHALLOW FOOTINGS AND FOUNDATIONS (1801 - 1815)				
→Footing Trench (1801 - 1811)				
→Foundation (1812 - 1815)				
RETAINING WALLS (1825)				
→Compaction (1705.7)				
→Backfill (1812, 1813.6)				
→Drainage and Waterproofing (1813)				
SPRAYED ON CEMENTITIOUS AND MINERAL FIBER FIRERESISTIVE MATERIALS (1705.12)				
→Structural Member Surface Conditions (1705.12.1)				
→Application (1705.12.2)				

SCHEDULE OF SPECIAL INSPECTIONS

Date: _____

Project: _____

Prepared by:_____

ACTIVITY	Y/N	SCOPE OF SERVICES	AGENT*	DATE COMPLETED
→Thickness (1705.12.3) a. Floor, roof and wall assemblies (1705.12.3.1) b. Structural frame members (1705.12.3.2)				
→Density (1705.12.4)				
→Bond Strength (1705.12.5)				
EXTERIOR INSULATION AND FINISH SYSTEM (1705.13)				
→Field Application (manufacturer's installation instructions)				
→Prefabricated EIFS Panels (manufacturer's installation instructions)				

INSPECTION AGENTS

1. Special Inspections Engineer of Record:

Name	Company	Address
------	---------	---------

2. Geotechnical Engineer of Record: _____

Name	Company	Address
------	---------	---------

[illegible]

4. Inspection and Testing Agency:

Name	Company	Address

Note: The qualifications of the Special Inspections Engineer of Record, the Geotechnical Engineer of Record and Testing Agencies are subject to the approval of the Code Official.



CHESTERFIELD COUNTY, VIRGINIA PERMIT NUMBER: _____ PAGE 5 OF 5

FINAL REPORT OF SPECIAL INSPECTIONS

Project: _____

Address: _____

Special Inspections Engineer of Record: _____

Inspection reports numbered _____ to _____, and test reports numbered _____ to _____, all submitted prior to this Final Report, form a basis for, and are to be considered an integral part of this final report.

In my professional opinion, the special inspections specified for this project and itemized in the Statement of Special Inspections submitted for permit have been completed. The building elements subject to special inspections have been found to be in compliance with County-approved documents and project specifications. Violations of the Virginia Uniform Statewide Building Code observed in the conduct of special inspections services were brought to the attention of the appropriate registered design professional of record, the County and the owner for resolution and the resolution was approved by the County.

Submitted by Special Inspections Engineer of Record:

SIGNATURE DATE

SPECIAL INSPECTIONS ENGINEER OF RECORD P.E. SEAL

(TYPE OR PRINT) NAME

Reviewed by Registered Design Professional of Record:

SIGNATURE DATE

(TYPE OR PRINT) NAME

Accepted by Code Official or designee:

SIGNATURE DATE

(TYPE OR PRINT) NAME

PRECONSTRUCTION MEETING REQUIREMENTS

I. PURPOSE

The purpose of the preconstruction meeting is to review the Special Inspections requirements of the construction project as well as get the Registered Design Professionals, Plans Reviewers, Contractor and Inspections Division personnel together to become familiar with the project and each other.

II. WHEN REQUIRED

A preconstruction meeting is required for any of the following structures:

All major projects.

Stand alone or additions meeting the following criteria according to use group:

- | | |
|--------------------|---|
| →A (Assembly) | All assembly uses greater than 5,000 square feet. |
| →B (Business) | Buildings greater than 5,000 square feet. |
| →E (Educational) | Buildings greater than 5,000 square feet. |
| →F (Factory) | Buildings greater than 50,000 square feet |
| →H (High Hazard) | All buildings. |
| →I (Institutional) | All buildings except child day care centers. |
| →M (Mercantile) | Buildings greater than 30,000 square feet. |
| →R (Residential) | All R-1 and R-2 buildings. |
| →S (Storage) | Buildings greater than 50,000 square feet. |

III. PARTICIPANTS

The following persons or their appropriate designee shall participate in the preconstruction meeting, as required:

Owner
Architect of Record (building elements and/or soils/foundation elements)
Structural Engineer of Record (building elements)
Geotechnical Engineer of Record (soils/foundation elements)
General Contractor
Special Inspections Engineer of Record
Department of Building Inspections Commercial Inspections Staff
Department of Fire and Life Safety Plans Reviewer
Utilities Department Inspector as determined by the nature of the project
Others as deemed appropriate by the Owner or Department of Building Inspections

IV. AGENDA

The following is a suggested agenda for the preconstruction meeting:

- a. Introduction of participants: Inspections personnel and contractor's representatives exchange cards.
- b. Provide call list, including numbers for Inspectors, Inspections Supervisors, and Plan Reviewers.

- c. Establish communication channels between the County's and the Owner's representatives. (Key personnel contacts.)
- d. Discuss requirements for requesting inspections and response times. Provide a list of numbers to call.
- e. Provide instructions for using the automated inspection request system.
- f. Discuss the roles and responsibilities of each party, including Design Professionals, Contractors and Inspectors.
- g. Discuss overlapping responsibilities of inspectors, i.e., firestopping, etc.
- h. Discuss requirements for phasing or separations of permits, shell permits, certificates of completion and occupancy requirements.
- i. Review plan review letters with all parties present.
- j. Discuss complicated issues regarding the project.
- k. Discuss modifications, which may have been issued by the Code Official. Provide copies.
- l. Discuss Special Inspections required for the project
- m. Discuss the Statement of Special Inspections (SSI), which establishes the scope of special inspections for the project.
- n. Provide elevator package. (If elevator is provided.)

V. PROCEDURE

The Commercial Inspections Supervisor will notify the General Contractor as to the need for a preconstruction meeting.

The General Contractor shall notify all participants (see III above) and coordinate the meeting time and place with the Department of Building Inspections Commercial Inspections Supervisor.

The Owner or Owner's representative shall make available at the meeting a complete set of plans for the project and the Statement of Special Inspections.

The Commercial Inspections Supervisor shall bring to the meeting sufficient copies of all plan review letters, code modifications approved by the Code Official, an elevator package (as required) and a "Commercial Projects Package" which shall contain:

- A call list of specific contacts at the County
- Instructions for requesting inspections
- Instructions for the County's automated inspection request system
- A list of required inspections
- Requirements associated with third party and special inspections
- Requirements for obtaining a Certificate of Occupancy
- Definitions associated with commercial projects
- Instructions for completing the Statement of Special Inspections
- A sample of the Statement of Special Inspections
- A sample of the Final Report of Special Inspections
- Preconstruction meeting requirements

All meeting participants shall sign an attendance list, which shall be kept by the Commercial Inspections Supervisor.

OCCUPANCY REQUIREMENTS FOR NEW BUILDINGS AND ALTERATIONS TO EXISTING BUILDINGS

These requirements apply to all commercial structures and all R-1 and R-2 structures.

I. OCCUPANCY - GENERAL

- A. A new Certificate of Occupancy is required prior to use or occupancy of any commercial, R-1 or R-2 structure as follows:

- prior to occupancy of a new building or tenant space; or
- prior to a change of Use Group of a building or tenant space; or
- whenever a building or tenant space has an increase or decrease in gross floor area.

- B. In other instances of renovations of an existing building, structure or tenant space where such a building, structure or tenant space has a valid Certificate of Occupancy, final inspection approvals serve as the Certificate of Occupancy.

- C. The Planning Department will accept bonding for paving, landscaping and irrigation if not complete at the time a Certificate of Occupancy is required. The value of the bond is established by providing an actual contractor's proposal to complete the work to the Planning Department for approval. If approved, the applicant can file a bond or letter of credit, using the Planning Department's standard forms. (Available in Room 203 of the County Administration Building), or file a cash bond. Acceptance of the bond usually is done in one day upon review by the County Attorney's Office.

Any site construction changes needed from the Planning Department's issued set of approved site construction drawings should be faxed to the Planning Department at 796-0790 for approval prior to making the changes. If you do not have a set of site construction drawings on site and stamped 'approved' by the Planning Department, contact the Planning Department at 748-1072.

- D. Prior to occupancy of any tenant space within a 'shell' building, the following building, fire and life safety features shall be completed:

- i. Exit stairs;
- ii. Grade exit lobbies;
- iii. Grade exit corridors or passageways;
- iv. Elevator shaft enclosures;
- v. Required exit lights and emergency lighting;
- vi. Elevator emergency recall system or elevators shall be locked out of service;
- vii. Required fireproofing of structural members in the entire building;
- viii. Firestopping of wiring, piping and other penetrations, both vertical and horizontal, in floors, ceilings and walls;
- ix. Removal of combustible trash and construction debris.

- E. Storage of non-combustible construction materials in non-occupied spaces shall be kept to a minimum and shall be at least two feet below ceilings, sprinkler heads, or the lowest member of the floor-ceiling or roof-ceiling assembly.
- F. All sprinklers, standpipes, alarms, signaling systems and other required fire suppression or firefighting systems shall be activated throughout the entire structure prior to occupying any portion of a 'shell' building.

II. CERTIFICATE OF OCCUPANCY - TENANT SPACE

- A. A Certificate of Occupancy for a tenant space may be obtained after all final inspections are performed and approved. Such inspections shall be obtained from Building, Fire, Planning, Environmental Engineering, Utilities and Health Departments as required.
- B. Stocking of a tenant space prior to the issuance of the Certificate of Occupancy shall not take place unless all sprinklers, standpipes, alarms, signaling systems and other fire suppression or firefighting systems are operating and approved.

III. REQUIREMENTS FOR PARTIALLY OCCUPIED BUILDINGS

- A. The existing fire protection, egress paths, and fire-resistant construction protection required for occupied areas shall be maintained at all times while ongoing construction in unoccupied areas is in progress.
- B. Storage of construction materials in non-occupied spaces shall be kept to a minimum and shall be at least two feet below ceilings, sprinkler heads, or the lowest member of the floor-ceiling or roof-ceiling assembly.
- C. All sprinklers, standpipes, alarms, signaling systems and other required fire suppression or firefighting systems shall be activated throughout the entire structure. Under no conditions shall any fire suppression or firefighting system be shut off in any occupied area, unless the valve or other activation control mechanism is continuously manned, during the period the system(s) is (are) shut off. If this provision is deemed unworkable, any work shall be done after normal business hours or is subject to approval by the Department of Fire and Life Safety. A fire watch shall be instituted during the time any fire suppression or firefighting system is out of service, with the number of persons required for fire watch such that the entire building shall be checked every hour except that residential buildings of Use Group R-1 and R-2 and educational buildings of Use Group E shall be checked every half hour. The **General Contractor (GC)** shall submit a written record of fire watch activities to the Department of Fire and Life Safety. The **GC** shall also notify the Chesterfield County Emergency Operations Center when any fire suppression or firefighting system is placed out of service.
- D. Fire suppression system requirements for non-occupied spaces:
 - I. Sprinkler heads shall be located within 12 inches of the underside of the roof deck above, in either the pendant or upright position.
 - ii. The use of commercial, rapid or quick response sprinkler heads, located at the future ceiling line without ceiling tiles in place, shall be subject to approval by the Department of Fire and Life Safety.
 - iii. In areas used for non-combustible storage or in unfinished tenant areas, the sprinkler heads may be located at the future level of the suspended ceiling.

COMMERCIAL PROJECTS - RESPONSIBILITIES OF INDIVIDUALS

PERSON	RESPONSIBILITY
Architect of Record	<ul style="list-style-type: none"> →Design or specify architectural construction in accordance with the VUSBC →Affix signature and seal to County-approved architectural construction documents →Prepare appropriate sections of the Statement of Special Inspections →Provide for representation at the preconstruction meeting
Commercial Building Inspector	<ul style="list-style-type: none"> →Attend preconstruction meeting →Create and maintain project files for all commercial new construction →Receive, review, approve or reject, and follow-up on rejected reports of special and third party inspections, including letters of completion, the Statement of Special Inspections and the Final Report of Special Inspections →File reports of special and third party inspections in the project files
Commercial Inspections Supervisor	<ul style="list-style-type: none"> →Review the Statement of Special Inspections at the preconstruction meeting →Schedule and attend the preconstruction meeting →Notify the General Contractor when a preconstruction meeting is required →Provide copies of plan review letters, copies of code modifications, elevator package, and a copy of the Commercial Projects Manual for the preconstruction meeting →Receive all reports of special and third party inspections and distribute to the appropriate inspector
Department of Fire and Life Safety Plans Reviewer	<ul style="list-style-type: none"> →Attend preconstruction meeting
General Contractor	<ul style="list-style-type: none"> →Coordinate the scheduling of all inspections →Provide for representation at the preconstruction meeting →Notify participants and coordinate the preconstruction meeting time and place with the Commercial Inspections Supervisor
Geotechnical Engineer of Record	<ul style="list-style-type: none"> →Design or specify earthwork and foundations in accordance with the VUSBC and County requirements →Affix signature and seal on the County-approved geotechnical report →When required by VUSBC section 1705, provide for inspections of prepared fill →When required by VUSBC section 1705, provide for inspections of pile foundations →When required by VUSBC section 1705, provide for inspections of pier foundations for structures that house essential facilities that are required for post earthquake recovery →Provide for inspections of shallow footings and foundations when not provided by the Special Inspections Engineer of Record or the County →Provide for inspections of retaining walls when not provided by the Special Inspections Engineer of Record →Prepare appropriate sections of the Statement of Special Inspections →Provide for representation at the preconstruction meeting

PERSON	RESPONSIBILITY
Owner	<ul style="list-style-type: none"> →When required by VUSBC section 1705, submit the Statement of Special Inspections to the Structural Plan Review Engineer of the Department of Building Inspections →When required by VUSBC section 1705, retain an independent Special Inspections Engineer of Record →Furnish the Commercial Inspections Supervisor of the Department of Building Inspections with the name of the Special Inspections Engineer of Record and any Inspection and Testing Agency retained to provide special inspections and the names of all Registered Design Professionals who will perform third party inspection when special inspections are not required →Notify the Commercial Inspections Supervisor in the event that there is a change of any Registered design Professional who was retained for the purpose of performing inspections →When special inspections are not required by section 1705 of the VUSBC, retain independent Registered Design Professionals to provide inspections of steel construction, cast in place concrete construction, prepared fill, pile foundations and retaining walls. →Provide for representation at the preconstruction meeting →Provide a complete set of plans for the preconstruction meeting
Registered Design Professionals	<ul style="list-style-type: none"> →Provide and certify Third Party Inspections as required by the Department of Building Inspections →Report the results of testing and inspections to the Commercial Inspections Supervisor of the Department of Building Inspections within seven days of the inspection →Submit letters of completion of the various items of construction to the Commercial Inspections Supervisor of the Department of Building Inspections
Special Inspections Engineer of Record	<ul style="list-style-type: none"> →Directly responsible for special inspections, materials testing and related services →When required by VUSBC section 1705, provide for inspections of fabricators of structural loadbearing members and assemblies →When required by VUSBC section 1705, provide for inspections of steel construction →When required by VUSBC section 1705, provide for inspections of cast in place concrete construction →When required by VUSBC section 1705, provide for inspections of precast concrete construction →When required by VUSBC section 1705, provide for inspections of masonry construction →When required by VUSBC section 1705, provide for inspections of wood construction →Provide for inspections of shallow footings and foundations when not provided by the County or the Geotechnical Engineer of Record. →Provide for inspections of retaining walls when not provided by the Geotechnical Engineer of Record →When required by VUSBC section 1705, provide for inspections of sprayed cementitious and mineral fiber fireresistive materials →When required by VUSBC section 1705, provide for inspections of exterior insulation finish systems →Report the results of inspections to the Commercial Inspections Supervisor of the Department of Building Inspections within seven days of the inspection

PERSON	RESPONSIBILITY
Special Inspections Engineer of Record	<ul style="list-style-type: none"> →Submit completion letters for the various items of construction as they are completed to the Commercial Inspections Supervisor of the Department of Building Inspections →When required by VUSBC section 1705, submit the Final Report of Special Inspections to the Commercial Inspections Supervisor of the Department of Building Inspections →Notify the appropriate Registered Design Professional and the Commercial Inspections Supervisor of the Department of Building Inspections whenever a code violation is discovered →Prepare appropriate sections of the Statement of Special Inspections →Provide for representation at the preconstruction meeting
Structural Engineer of Record	<ul style="list-style-type: none"> →Design or specify structural documents in accordance with the VUSBC →Affix signature and seal to County-approved structural construction documents →Prepare appropriate sections of the Statement of Special Inspections →Provide for representation at the preconstruction meeting
Structural Plan Review Engineer	<ul style="list-style-type: none"> →Review and approve the Statement of Special Inspections prior to permit issuance →Notify the Commercial Inspections Supervisor when special inspections are required

CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSEPTIONS FOOTING AND FOUNDATION PERMIT REQUIREMENTS

From time to time, the department will authorize the issuance of a 'Footing and Foundation' permit to allow a commercial permit applicant to begin work on a specific project. These permits are issued on a case by case basis, as determined by the department.

As a prerequisite, the applicant must have previously submitted a commercial building permit application for the project, or may request the footing and foundation permit concurrently with the application for full permit. A separate commercial building permit application shall be completed and submitted with three sets of plans along with a fee. The permit application and plans will be routed to all approval departments in the same manner as the main building permit application. If the permit application reviewers determine that work could begin in a limited manner, the footing and foundation permit will be issued. This permit will allow the contractor to start construction and proceed until the project reaches the ground floor slab level. **Wall and structural steel erection is not considered a part of the work authorized under the Footing and Foundation permit.** Additionally, with the issuance of the Footing and Foundation permit, plumbing, electrical, gas, and mechanical work, etc. under and up to the slab can be installed. However, the installing subcontractor must obtain separate auxiliary permits for this work, **specifically noting underground work only.**

WARNING: Work performed under a 'Footing and Foundation' permit is done **at risk**, and the issuance of the Footing and Foundation permit is not to be construed as any form of approval to continue beyond the footing and foundation.